

Office of Superintendent of Schools  
Board Meeting of December 15, 2004

December 7, 2004

Office of Management and Compliance Audits  
Allen M. Vann, Chief Auditor

**SUBJECT: AUDIT REPORT OF IMPROVEMENTS NEEDED IN THE AWARD & ADMINISTRATION OF ARCHITECTURAL & ENGINEERING CONTRACTS, OCTOBER 2004, PRESENTED BY THE OFFICE OF MANAGEMENT AND COMPLIANCE AUDITS**

In accordance with the Audit Plan for the 2004-2005 Fiscal Year, the Office of Management and Compliance Audits has performed an audit of the Architectural and Engineering (A/E) contracts. The objectives of the audit were to establish whether these types of contracts are properly awarded and administered by School District Staff and that good internal controls are in place to ensure that the A/E contracting process comports with applicable laws, regulations, and Board rules, and best business practices. During the audit period, July 1, 2001 to February 29, 2004, the District awarded 54 contracts to design professional consultants for approximately \$13.8 million in fees. These contracts had a total estimated value of related construction costs of approximately \$194 million.

In accordance with the procedures for the Office of Management and Compliance Audits, the Audit Report of Improvements Needed in the Award & Administration of Architectural & Engineering Contracts, October 2004, has been reviewed by the School Board Audit Committee at its December 7, 2004 meeting and the Committee will submit its recommendations to the School Board for its December 15, 2004 meeting.

Copies of this report have been distributed to School Board members, to the Superintendent of Schools, and appropriate district staff and will be placed on file in the Office of the Recording Secretary to the School Board and in the Citizen Information Center.

**RECOMMENDED:** That The School Board of Miami-Dade County, Florida, receive and file the Audit Report of Improvements Needed in the Award & Administration of Architectural & Engineering Contracts, October 2004, presented by the Office of Management and Compliance Audits.